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1992-93 School Year

General Information Bulletin

Diploma Examinations Program



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The *General Information Bulletin* includes directives issued by the Director, Student Evaluation Branch, under the authority of the *Student Evaluation Regulation 40/89* pursuant to the *School Act, Chapter S-3.1, 1988*.

In this bulletin,

- a. "Director" means the Director of the Student Evaluation Branch of the Department of Education;
- b. "Student" means a student as defined in the *School Act* and/or a student with mature status as defined in the *Guide to Education, Senior High School Handbook*.

**The mandatory statements (directives)
are shown in boldface type.**

Distribution: Superintendents of Schools • School Principals, Counsellors, and Teachers • The Alberta Teachers' Association • Alberta School Boards Association • Alberta Education • General Public Upon Request

SUMMARY OF CHANGES

Readers who are familiar with the *General Information Bulletin* will notice that several changes and additions to matters of policy are included in the 1992-93 edition. Below is a summary of these changes and additions.

Topic	Type of Information	Page
Students with a Learning and/or Physical Disability	use of scribes	8
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HIGH SCHOOL DIPLOMA COURSE AND CREDIT REQUIREMENTS

INTRODUCTION

All Grade 12 students in Alberta are required to write at least one diploma examination, either English 30 or English 33, to receive a high school diploma. The Grade 12 Diploma Examinations Program is intended to develop and maintain excellence in educational standards by certifying academic achievement. The program provides examinations in selected Grade 12 courses: English 30, English 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, Physics 30, and Français 30.

To obtain credit in any high school course, students must earn a final mark of 50% or higher. To obtain credit in a diploma examination course, students must write the appropriate diploma examination and attain a final blended mark of 50% or higher, unless they have been exempted from writing the examination by the Director of the Student Evaluation Branch. The final blended mark is the average of the school-awarded mark and the diploma examination mark. For example, a student taking Chemistry 30 who receives a mark of 45% from the school and scores 57% on the diploma examination will receive a final blended mark of 51%. That student will therefore earn credit in Chemistry 30 because the final blended mark awarded is over 50%.

PROVISIONS FOR STUDENTS WITH MATURE STATUS

Students with mature status may write any diploma examination without taking formal instruction in the course. Their diploma examination mark will constitute 100% of their final mark.

If students with mature status enrol in a diploma examination course at an accredited Alberta high school, their final course mark will be a blended one only if their school-awarded mark is higher than their diploma examination mark. If the examination mark is higher than the school mark, the school mark is disregarded and the examination mark is the final mark.

Students who are uncertain about their eligibility for mature student status should contact Student Records. (See Appendix J.) For information about eligibility criteria for mature students, refer to the *Guide to Education, Senior High School Handbook, 1992-93*, page 75.

COURSE CREDIT IN FRANÇAIS 30

Français 30 is the final course in the language arts program Français 10-20-30. This program is designed for students in francophone schools and for students who are francophone students according to Section 23 of the *Canadian Charter of Rights and Freedoms*. Students enrolled in Français 30 are required to write the Français 30 Diploma Examination.

PREVIOUSLY EARNED CREDITS

Alberta Education recognizes all course credits earned before September 1, 1984, for the purpose of awarding the General High School Diploma. Students who are registered in Grade 12 may apply any of their previously completed diploma examination subject requirements toward the Advanced High School Diploma provided they have earned a final course mark of 50% or higher.

SPECIAL CASES COMMITTEE

The Special Cases Committee of Alberta Education deals with all matters that require interpreting and applying policy relative to an individual student's program. The committee consists of Alberta Education directors and is the final procedural level in the appeal process, outside the Minister of Education. Students must have explored all other avenues of appeal at the local school authority level before appealing to this provincial body. Further information about the operations of the Special Cases Committee is in the *Guide to Education, Senior High School Handbook, 1992-93*, pages 77-78.

ADMISSION TO POSTSECONDARY INSTITUTIONS

Students who plan to attend a postsecondary institution should consult the institution's calendar about admission requirements and should plan their high school programs accordingly. Students may wish to view the Alberta Education video entitled *A Credit to Yourself: Planning Your High School Program*. Request forms for high school transcripts are available from any high school or postsecondary institution, or from Alberta Education. Students may request Student Records to send official transcripts directly to any institution or prospective employer by completing the *Transcript Request* form. Marks from the January, June, and August administrations will be distributed no later than February 19, 1993, July 19, 1993, and August 30, 1993, respectively.

THE GRADE 12 DIPLOMA EXAMINATIONS

"INFORMATION FOR STUDENTS" BROCHURE

The "Information for Students" brochure answers general questions or concerns that students may have about the Grade 12 Diploma Examinations Program. Student Evaluation Branch mails this brochure to schools in September for distribution to students. Additional copies are available from the Student Evaluation Branch. (See Appendix J.)

FIELD TESTING

The purpose of field testing is to validate questions that may be used on future diploma examinations. Schools that wish to participate in field testing should contact the Field Testing Co-ordinator of the Student Evaluation Branch.

FORMAT

The Grade 12 diploma examinations, examination blueprints, and scoring guides are based on the provincially prescribed *Program of Studies for Senior High Schools*. All questions and assignments are developed according to curriculum specifications for each diploma examination course. Student Evaluation Branch distributes these specifications to high schools. At the beginning of each school year, the branch distributes bulletins containing descriptions of the diploma examinations and any changes to their format, subject matter, or scoring to superintendents, principals, counsellors, teachers, and trustees. **School administrators must ensure that students have access to the information in these bulletins.**

REGISTRATION FOR JANUARY OR JUNE

Students enrolled in Grade 12 diploma examination courses at accredited Alberta high schools will be registered by their principals to write diploma examinations in those courses. Their candidacy will be confirmed by their principals on the *Diploma Examination Registration Checklist* form issued by the Information Services Branch.

Students who intend to rewrite one or more diploma examinations without repeating the course and students who transfer into a school after the principal has submitted the registration checklist must apply to the Student Evaluation Branch by November 15, 1992, and April 15, 1993, in order to write the January and June diploma examinations respectively. Students can obtain application forms from their principal.

Alberta Distance Learning Centre Students

Students enrolled in Grade 12 diploma examination courses at the Alberta Distance Learning Centre must apply to that institution to write the diploma examinations. These students must indicate their choice of writing centre (any accredited high school offering Grade 12 diploma examination courses) on the application form provided by the Alberta Distance Learning Centre. At the time of applying to write, students must also make arrangements with the principal of the selected writing centre. (See SIGNIFICANT DATES, pages 14 to 17.)

The deadlines for receiving applications at the Alberta Distance Learning Centre are November 15, 1992, and April 15, 1993, for the January and June administrations respectively.

Mature Students

Students with mature status must apply to the Student Evaluation Branch by November 15, 1992, and April 15, 1993, to write diploma examinations in January or June respectively. On the application, students with mature status must indicate their choice of writing centre (any accredited high school offering Grade 12 diploma examination courses). At the time of application, they must also make arrangements with the principal of the high school in which they intend to write.

Application Forms

Application forms may be obtained from any Alberta high school, from Regional Offices of Education, or from the Student Evaluation Branch.

Personal Identification

At the time of writing, candidates who are not regular students at the school at which they are writing must present personal identification that includes a signature and a photograph. A student unable to do so should be allowed one hour to provide proper identification; the examination period may be extended for this student. This extension must be recorded on the *Principal's Statement* that is returned to Alberta Education with the examination.

Late Applications

Late applications will be accepted only at the discretion of the principal of the school in which the student intends to write. Principals should base their approval on the availability of extra examination materials, space, and whether in their opinion the student has a satisfactory reason for applying late.

Results

Results for students who have written a diploma examination at a school in which they are not registered in a diploma examination course do not appear on the summary of that school's marks. The marks of students with mature status are confidential and therefore are not reported to any school. The marks of other walk-in candidates are reported to the schools in which the students are registered.

REGISTRATION FOR AUGUST

For the August administration only, students complete applications at the time of writing an examination.

SEPARATE WRITINGS OF PARTS A and B OF ENGLISH 30, ENGLISH 33, and FRANÇAIS 30

To obtain credit for English 30, English 33, or Français 30, students must complete both parts of the diploma examination within the same administration period. When serious illness, an accident, or a death in the immediate family prevents a student from writing one of the two parts, two options are available:

- rewrite both Part A and Part B at the next administration
- complete a *Student Notification of Separate Writing* form to request permission to write Part A or Part B at the next

administration. This form must be submitted to the Student Evaluation Branch **before** the next writing. Based on the recommendation of the principal and on the approval of the Director, the mark for each part will then be combined to calculate a total examination mark.

For both options, students must also submit an application form to write at the next administration.

A student who rewrites an English 30, an English 33, or a Français 30 Diploma Examination must write both parts at the same administration.

LATE ARRIVALS

Students who arrive more than one hour after an examination has started will not be allowed to write the examination. Students who arrive late but within the first hour of an examination sitting may be allowed to write only at the discretion of the supervising teacher. **The names of late arrivals must be recorded on the *Principal's Statement*.**

EXCHANGE STUDENTS

Exchange students seeking Alberta high school credits for official transcript purposes must write a diploma examination on the same terms as any Alberta student. Exchange students are not permitted to use translation dictionaries.

FRENCH TRANSLATIONS

French translations of the Social Studies 30, Mathematics 30, Chemistry 30, Biology 30, and Physics 30 diploma examinations are available upon request. **Students who wish to write the French translation of a diploma examination must inform their principals before the deadlines established for each examination registration. (See SIGNIFICANT DATES, pages 14 to 17.) The principal must note this request on the registration checklist. Students with mature status who wish to write the French translation of a diploma examination must indicate this preference on their application form.**

Students who choose to write the French translation of a diploma examination are not permitted additional writing time or the use of translation dictionaries.

SECURITY

Superintendents and principals must secure examinations before each administration. When a breach of security occurs or is suspected, superintendents or principals must immediately notify the Assistant Director, Examination Administration and Support Services. (See Appendix J.)

All the used January and June examination booklets and used answer sheets are confidential and must be secured by principals and superintendents after each administration. These used examination booklets and answer sheets must be returned to the Student Evaluation Branch for marking.

Unused special format examinations such as brailled and taped examinations should be returned to the Student Evaluation Branch.

Unused January and June examination booklets, used data booklets, and unused answer sheets remain in the school. The principal may make these available to teachers and students.

The *Directives for Administration, Grade 12 Diploma Examinations* manual is distributed to superintendents and principals before each administration. This manual contains specific directives about maintaining the security of the examinations and about ensuring that students comply with the examination rules. Principals should read this manual before they receive the diploma examinations.

The August examinations remain fully secured after their administration. Therefore, chief presiding examiners appointed by the Director must return all used and unused examination materials to Alberta Education. Copies of August examinations may not be retained in any form.

VIOLATION OF THE EXAMINATION RULES

Students are expected to comply with the Examination Rules (see Appendix B). Students who interfere with the security of the examinations, falsify the examination results, or commit any other act that may inaccurately represent their performance

- may be evicted from the examination room,
- may not have their examinations marked,
- may be prevented from writing any other Alberta Education examination for a period of one year, and/or
- may have their transcripts withheld.

Immediately following the administration of an examination, the principal must report on the *Principal's Statement* any circumstances that may affect the validity of the results of any student or group of students.

APPEALS

If a student is subject to disciplinary action under the *Student Evaluation Regulation 40/89*, that student or the parent of that student may appeal in writing to the Assistant Deputy Minister, Student Programs and Evaluation, within 30 days of being notified of the disciplinary action.

Any decision made by the Assistant Deputy Minister under the *Student Evaluation Regulation 40/89* may be appealed in writing by a student or by the parent of a student to the Minister of Education within 60 days of being notified of the decision.

CALCULATING MARKS

In any one semester, only one mark per course will be accepted and added to a student's record. Students are asked to withdraw duplicate registrations (i.e., registration in the same course in two different schools in the same semester) before the end of the term. For a complete explanation of the policies governing how marks are calculated, see Appendix C.

SPECIAL PROVISIONS

STUDENTS WITH A LEARNING AND/OR PHYSICAL DISABILITY

Because of our commitment to providing all students with equitable access to educational opportunities, Alberta Education wishes to ensure that every reasonable effort is made to meet the needs of all Alberta students. Therefore, students who have a physical and/or learning disability must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects. To that end, Alberta Education has developed the *Special Examination Provisions for Students With a Learning Disability* policy and the *Special Examination Provisions for Students With a Physical Disability* policy, which acknowledge the special needs of these students who wish to write diploma examinations.

Students who have physical disabilities and/or have been assessed as having specific learning disabilities may be granted one or more special provisions for writing the diploma examinations. These special provisions include:

- a. tape-recorded versions of examinations to accompany printed versions (the necessity to permit a reader is obviated by this provision);
- b. use of a word processor, typewriter, or versabraille;
- c. use of a tape recorder or dictaphone (the use of a scribe may be approved in certain specific circumstances based on the recommendation of school personnel, the psychological evidence, and provisions the school usually makes available for the student during regular classroom activities. A taped response is preferred as the most appropriate alternative to a scribe in most cases.);
- d. services of a person skilled in using sign language to sign examination questions only;
- e. specially printed examinations (e.g., large print, braille);
- f. additional writing time;
- g. exemption from writing; and
- h. other adjustments as approved by the Special Cases Committee on request.

The principal must submit a written application to the Executive Secretary, Special Cases Committee of Alberta Education, for special provisions. Refer to Appendix E and Appendix F for the policy statements about special examination provisions. Each application must be substantiated by copies of the student's records, medical certificates, and formal assessments by qualified professionals. The application must be forwarded as much before the writing date as possible, preferably a minimum of 30 days. Requests for examinations in large print, braille, or audiocassette must be received at least 90 days before the writing date.

CERTIFICATE OF ILLNESS

The *Certificate of Illness* is provided for principals to use when students are unable to write one or more of the diploma examinations for valid medical reasons. The certificate was developed in consultation with the Alberta College of Physicians and Surgeons and asks only for information that is required by the Special Cases Committee. Refer to Appendix G for a sample of the *Certificate of Illness*.

Principals are asked to provide copies of the *Certificate of Illness* to students as the need arises. Students present the certificate to their doctor who completes the first section; they then return the form to the principal. Principals complete the second section and forward the certificate to the Executive Secretary of the Special Cases Committee.

The Special Cases Committee accepts other personalized medical certificates provided that, in the judgment of the principal, the certificate explicitly states that the student was unable to write the diploma examination(s) for valid medical reasons.

When a death in the immediate family prevents students from writing an examination for which they are registered, the students may apply through the principal for special consideration by the Special Cases Committee.

If a student chooses to write an examination despite serious illness, an accident, or a bereavement, the principal must notify Alberta Education on the *Principal's Statement*.

In each of the above cases, the formal request for consideration should be forwarded to the Executive Secretary of the Special Cases Committee within 30 days of the incident.

SPECIAL WRITING CENTRES

Students who are outside the province of Alberta during the January and June diploma examination administrations may be permitted to write at a Special Writing Centre if:

- they are participating in a significant educational or cultural activity, such as a national or international competition in athletics or music; or
- they live outside the province and are taking courses through the Alberta Distance Learning Centre; or
- after taking instruction at an accredited high school in Alberta, they have permanently or temporarily moved outside the province and are unable to write the examination in Alberta;

and also if:

a presiding examiner acceptable to the Director of the Student Evaluation Branch is available to administer the examination. The presiding examiner could be, for example, a school

principal, a teacher, a member of the clergy, a police officer, or a military officer. The presiding examiner must not be a relative of or a past or present teacher of the student.

Arrangements for special writing centres outside the province cannot be made for the August examinations.

Students who are on vacation or on an organized tour are not eligible to write a diploma examination outside Alberta.

Students may apply to write at a Special Writing Centre by submitting an application form or by sending a letter of application to the Executive Secretary of the Special Cases Committee. **For a proposed location within Canada or the United States, the committee must receive the application at least 30 days before the writing date. The committee requires at least 60 days notice to consider an application for a writing centre outside Canada or the United States.**

Refer to Appendix H for a sample of the Special Writing Centre application form. Forms are available upon request from the Student Evaluation Branch. Requests by letter must include the information requested on the application form.

Students are responsible for costs incurred in establishing and administering an examination at a Special Writing Centre .

ADMINISTERING DIPLOMA EXAMINATIONS

JANUARY AND JUNE 1993 WRITING CENTRES

In January and June, the diploma examinations are administered in all accredited high schools that offer Grade 12 diploma examination courses.

AUGUST 1993 WRITING CENTRES

In August, the diploma examinations are administered in writing centres designated by the Student Evaluation Branch.

Summer school teachers offering diploma examination courses will register their students before the administration date. These students will write their examinations at their schools unless they otherwise notify Alberta Education.

Other candidates must register just before the examination is administered at one of the writing centres listed below. They should arrive at the writing centre at least 30 minutes before the established examination start time to complete registration requirements.

CODE AUGUST WRITING CENTRES

2601	Athabasca (Edwin Parr Composite Community School)
2301	Barrhead (Lorne Jenken High School)
2950	Bonnyville (Bonnyville Centralized High School)
6740	Brooks (Brooks Composite High School)
9996	Calgary (SAIT Senator Burns Building N105)
4822	Castor (Gus Wetter School)
5725	Drumheller (Drumheller Composite High School)
7996	Edmonton (NAIT Administration Building E102)
2002	Edson (Parkland Composite High School)
2008	Evansburg (Grand Trunk High School)
1845	Fort McMurray (Fort McMurray Composite High School)
1141	Grande Prairie (Grande Prairie Composite High School)
1703	High Level (High Level Public School)
1606	High Prairie (E.W. Pratt School)
2011	Hinton (Harry Collinge High School)
6466	Lethbridge (Winston Churchill High School)
6850	Medicine Hat (Medicine Hat High School)
1511	Peace River (Peace River High School)
6122	Pincher Creek (Matthew Halton Community School)
4444	Red Deer (Lindsay Thurber Comprehensive High School)
2722	Smoky Lake (H.A. Kostash High School)
3610	Vegreville (Vegreville Composite High School)
5410	Vulcan (County Central High School)
3909	Wainwright (Wainwright School Board Office)
2411	Westlock (Richard F. Staples Secondary School)
3144	Wetaskiwin (Wetaskiwin Composite High School)

NORTHWEST TERRITORIES—Writing centres in the Northwest Territories will be designated as needed. Please contact Mr. A. Petten, Department of Education, Yellowknife, Northwest Territories, at 873-7355.

**GRADE 12 DIPLOMA EXAMINATIONS
1993 SCHEDULE**

JANUARY 1993		
Date	Time	Subject
Wednesday, January 13	9:00 to 11:30 a.m.	English 30 Part A*
		English 33 Part A*
Thursday, January 14	9:00 to 11:30 a.m.	Français 30 Partie A*
Monday, January 25	9:00 to 11:00 a.m.	Français 30 Partie B
Tuesday, January 26	9:00 to 11:30 a.m.	Social Studies 30
	1:00 to 3:00 p.m.	English 30 Part B
		English 33 Part B
Wednesday, January 27	9:00 to 11:30 a.m.	Chemistry 30
	1:00 to 3:30 p.m.	Physics 30
Thursday, January 28	9:00 to 11:30 a.m.	Biology 30
	1:00 to 3:30 p.m.	Mathematics 30

JUNE 1993		
Date	Time	Subject
Thursday, June 10	9:00 to 11:30 a.m.	Français 30 Partie A*
Monday, June 14	9:00 to 11:30 a.m.	English 30 Part A*
		English 33 Part A*
Wednesday, June 23	9:00 to 11:30 a.m.	Social Studies 30
	1:00 to 3:00 p.m.	English 30 Part B
		English 33 Part B
Thursday, June 24	9:00 to 11:30 a.m.	Chemistry 30
	1:00 to 3:00 p.m.	Français 30 Partie B
Friday, June 25	9:00 to 11:30 a.m.	Physics 30
	1:00 to 3:30 p.m.	Biology 30
Monday, June 28	9:00 to 11:30 a.m.	Mathematics 30

AUGUST 1993		
Date	Time	Subject
Monday, August 16	9:00 to 11:30 a.m.	English 30 Part A*
	1:00 to 3:00 p.m.	English 33 Part A*
		English 30 Part B
		English 33 Part B
Tuesday, August 17	9:00 to 11:30 a.m.	Social Studies 30
	1:00 to 3:30 p.m.	Biology 30
Wednesday, August 18	9:00 to 11:30 a.m.	Mathematics 30
	1:00 to 3:30 p.m.	Chemistry 30
Thursday, August 19	9:00 to 11:30 a.m.	Physics 30
Friday, August 20	9:00 to 11:30 a.m.	Français 30 Partie A*
	1:00 to 3:00 p.m.	Français 30 Partie B

*Part A and Partie A denote the written-response sections of the English 30, English 33, and Français 30 diploma examinations.

**GRADE 12 DIPLOMA EXAMINATIONS
1994 SCHEDULE**

JANUARY 1994

Date	Time	Subject
Thursday, January 13	9:00 to 11:30 a.m.	English 30 Part A* English 33 Part A*
Friday, January 14	9:00 to 11:30 a.m.	Français 30 Partie A*
Tuesday, January 25	9:00 to 11:00 a.m.	Français 30 Partie B
Wednesday, January 26	9:00 to 11:30 a.m. 1:00 to 3:00 p.m.	Social Studies 30 English 30 Part B English 33 Part B
Thursday, January 27	9:00 to 11:30 a.m. 1:00 to 3:30 p.m.	Physics 30 Biology 30
Friday, January 28	9:00 to 11:30 a.m. 1:00 to 3:30 p.m.	Mathematics 30 Chemistry 30

JUNE 1994

Date	Time	Subject
Monday, June 13	9:00 to 11:30 a.m.	English 30 Part A* English 33 Part A*
Tuesday, June 14	9:00 to 11:30 a.m.	Français 30 Partie A*
Thursday, June 23	9:00 to 11:30 a.m. 1:00 to 3:00 p.m.	Social Studies 30 English 30 Part B English 33 Part B
Friday, June 24	9:00 to 11:30 a.m. 1:00 to 3:00 p.m.	Physics 30 Français 30 Partie B
Monday, June 27	9:00 to 11:30 a.m. 1:00 to 3:30 p.m.	Biology 30 Mathematics 30
Tuesday, June 28	9:00 to 11:30 a.m.	Chemistry 30

AUGUST 1994

Date	Time	Subject
Monday, August 15	9:00 to 11:30 a.m. 1:00 to 3:00 p.m.	English 30 Part A* English 33 Part A* English 30 Part B English 33 Part B
Tuesday, August 16	9:00 to 11:30 a.m. 1:00 to 3:30 p.m.	Social Studies 30 Chemistry 30
Wednesday, August 17	9:00 to 11:30 a.m. 1:00 to 3:30 p.m.	Biology 30 Mathematics 30
Thursday, August 18	9:00 to 11:30 a.m.	Physics 30
Friday, August 19	9:00 to 11:30 a.m. 1:00 to 3:00 p.m.	Français 30 Partie A* Français 30 Partie B

*Part A and Partie A denote the written-response sections of the English 30, English 33, and Français 30 diploma examinations.

SIGNIFICANT DATES

- | | |
|---------------------------------------|---|
| October 23, 1992 | • Deadline for special provision requests (i.e., large print, braille, audiocassette) for the January 1993 administration (see Appendix E and Appendix F) |
| October 28, 1992 | • Information Services distributes <i>Diploma Examination Registration Checklist</i> forms and application forms to high schools for the January 1993 administration |
| October 30, 1992 | • Superintendents must submit their new requests for results reported by instructional group |
| October 31, 1992 | • Deadline for mailing lists of eligible markers for the January marking session |
| November 12, 1992 | • Deadline for mailing the <i>Diploma Examination Registration Checklist</i> forms to Student Records |
| November 15, 1992 | • Deadline for mailing requests for French translations of January 1993 diploma examinations
• Deadline for receiving applications from students with mature status and from students who wish to rewrite any examination during the January 1993 administration |
| November 30, 1992 | • Deadline for mailing applications for special writing centres located outside Canada or the United States |
| December 7, 1992 | • Deadline for mailing applications for special writing centres located in Canada or in the United States |
| January 4, 1993 | • The Student Evaluation Branch ships diploma examination materials to the central offices of all school jurisdictions |
| January 5, 1993 | • Information Services distributes the <i>Diploma Examination School Marks Checklist</i> forms |
| January 7, 1993 | • Schools contact their jurisdiction office if they have not yet received their diploma examination materials
• Contact the Student Evaluation Branch if there are errors or omissions in the shipment |
| January 13–14,
January 25–28, 1993 | • Diploma examinations are administered according to the schedule |
| January 14, 1993 | • Return to the Student Evaluation Branch all completed English 30 Part A, English 33 Part A, and Français 30 Partie A examination materials |

- January 22, 1993
 - School-awarded marks for students who have received instruction in diploma courses and who are registered to write the January diploma examinations must be postmarked or delivered to Student Records no later than 4 p.m.
 - Principals should have a method in place for informing students about their school-awarded marks submitted to Student Records
- January 27, 1993
 - Return to the Student Evaluation Branch all completed Social Studies 30, English 30 Part B, English 33 Part B, and Français 30 Partie B examination materials
- January 25–30, 1993
 - Marking session for the January administration of the English 30 Part A and English 33 Part A diploma examinations
- January 29, 1993
 - Return to the Student Evaluation Branch all other completed examination materials
- January 30, 1993
 - Marking session for the January administration of the Français 30 Partie A Diploma Examination
- February 3–6, 1993
 - Marking session for the remaining diploma examinations (see pages 12 and 19)
- February 19, 1993
 - Results statements for the January administration are distributed to students
- February 22, 1993
 - Transcripts are available to students
- March 8, 1993
 - Information Services distributes *Diploma Examination Registration Checklist* forms to high schools for the June administration
- March 9, 1993
 - Deadline for receiving January rescoring requests
- March 19, 1993
 - Deadline for mailing the *Diploma Examination Registration Checklist* forms to Student Records
 - Deadline for special provision requests (i.e., large print, braille, audiocassette) for the June 1993 administration (see Appendix E and Appendix F)
- March 22, 1993
 - January rescoring results are distributed to students
- March 31, 1993
 - Deadline for mailing lists of eligible markers for the July and August marking sessions
- April 15, 1993
 - Deadline for mailing requests for French translations of June 1993 diploma examinations
 - Deadline for receiving applications from students with mature status and from students who wish to rewrite any examination during the June 1993 administration
- April 21, 1993
 - Deadline for mailing applications for special writing centres located outside Canada or the United States

- May 14, 1993 • Deadline for special provision requests (i.e., large print, braille, audiocassette) for the August 1993 administration (see Appendix E and Appendix F)
- May 21, 1993 • Deadline for mailing applications for special writing centres located in Canada or in the United States
- June 1, 1993 • The Student Evaluation Branch ships diploma examination materials to the central offices of all school jurisdictions
- June 4, 1993 • Schools contact their jurisdiction office if they have not yet received their diploma examination materials
• Contact the Student Evaluation Branch if there are errors or omissions in the shipment
• Information Services distributes the *Diploma Examination School Marks Checklist* forms
- June 10, June 14, June 23–28, 1993 • Diploma examinations are administered according to the schedule
- June 14, 1993 • Return to the Student Evaluation Branch all completed English 30 Part A, English 33 Part A, and Français 30 Partie A examination materials
- June 22, 1993 • School-awarded marks for students who have received instruction in diploma courses and who are registered to write the June diploma examinations must be postmarked or delivered to Student Records no later than 4 p.m.
• Principals should have a method in place for informing students about their school-awarded marks submitted to Student Records
- June 24, 1993 • Return to the Student Evaluation Branch all completed Social Studies 30, English 30 Part B, and English 33 Part B examination materials
- June 28, 1993 • Return to the Student Evaluation Branch all other completed examination materials
- July 2–10, 1993 • Marking session for the June administration (see page 19)
- July 7, 1993 • Deadline for registering for summer schools
- July 19, 1993 • Results statements for the June administration are distributed to students; transcripts are available to students
- July 30, 1993 • Information Services distributes the *Diploma Examination School Marks Checklist* forms to summer schools

- August 4, 1993 • The Student Evaluation Branch ships diploma examination materials to all designated August writing centres and summer schools
- August 13, 1993 • School-awarded marks for students who have received instruction in diploma courses and who are registered to write the August diploma examinations must be postmarked or delivered to Student Records no later than 4 p.m.
• Principals should have a method in place for informing students about their school-awarded marks submitted to Student Records
- August 16, 1993 • Deadline for receiving June rescoring requests
- August 16–20, 1993 • Diploma examinations are administered according to the schedule
• Return to the Student Evaluation Branch all completed examination materials after each day of writing
- August 19–21, 1993 • Marking session for the August administration—except for Français 30 Partie A (see pages 12 and 19)
- August 24, 1993 Marking session for the August administration of the Français 30 Partie A Diploma Examination
- August 27, 1993 • June rescoring results are distributed to students
- August 30, 1993 • Results statements for the August administration are distributed to students; transcripts are available to students
- September 14, 1993 • Deadline for receiving August rescoring requests
- September 27, 1993 • August rescoring results are distributed to students

PROCEDURES FOR ADMINISTRATION AND MARKING

DISTRIBUTION , ADMINISTRATION, AND COLLECTION OF EXAMINATIONS

For the January and June administrations, the superintendent is responsible for the secure distribution, administration, and collection of the diploma examinations within his or her jurisdiction.

Principals must confirm their student registration in diploma examination courses by completing the *Diploma Examination Registration Checklist* sent to schools in October 1992 and March 1993. This checklist and any completed application forms must be submitted to Student Records before the deadlines established for each examination registration.

The principal is responsible for administering diploma examinations within the school. The principal must keep all examination materials secure and is responsible for the security, supervision, and transport of all the examinations. Further details about administering diploma examinations are found in the manual *Directives for Administration, Grade 12 Diploma Examinations*, which is distributed before each administration.

Teachers must not supervise an examination of any course that they are teaching unless there are exceptional circumstances. To depart from this rule, a principal must obtain approval from the Director of the Student Evaluation Branch.

The policy regarding the use of calculators during tests and examinations has been revised. Refer to Appendix I for details.

Once the scheduled examinations have been administered, the superintendent is responsible for collecting all examination materials and for forwarding them to the Student Evaluation Branch. Further details about the administration and shipping procedures of diploma examinations are in the manual *Directives for Administration, Grade 12 Diploma Examinations*.

PRIVATE SCHOOLS

The Regional Offices of Education are responsible for distributing, administering, and collecting diploma examinations in private schools.

SUBMITTING SCHOOL- AWARDED MARKS

School-awarded marks must be delivered to Student Records or to the Regional Offices of Education no later than 4 p.m. on January 22, June 22, and August 13, 1993. If mailed, these marks must be postmarked no later than these dates. Formal notification of changes to school-awarded marks in diploma examination courses must be submitted to the Information Services Branch before February 19, July 19, and August 30, 1993.

Principals must inform all students about their school-awarded marks by January 22, June 22, and August 13, 1993. School-awarded marks are expressed in percentage points and are rounded to the nearest whole number. These marks are entered on the *School Marks Checklist*.

Further directives about reporting student achievement in high school courses are published in the *Guide to Education, Senior High School Handbook, 1992-93*, pages 68-69.

MARKING EXAMINATIONS

Qualified teachers are assigned to mark the written-response sections of the examinations. **To be eligible to mark, a teacher must have taught the course for two or more years, must be teaching the course in the current school year, and must have a valid Alberta Permanent Professional Certificate. To be selected as markers by the Student Evaluation Branch, teachers must be recommended by their superintendents.** Teachers interested in being recommended as markers should indicate their interest to their superintendents as early as possible in September. The Student Evaluation Branch examination managers select markers from the lists of recommended markers submitted by superintendents.

Superintendents are requested to provide the Student Evaluation Branch with their recommendations of eligible markers by October 31, 1992, for the January 1993 marking session, and by March 31, 1993, for the July and August 1993 marking sessions. Teachers selected as markers for the January, July, and August marking sessions will be notified in early December 1992 and May 1993, respectively. We expect superintendents to recommend a minimum of one teacher for every 40 students registered to write English 30, English 33, Français 30, and Social Studies 30. In each of the other diploma subjects, we expect a minimum of one teacher to be recommended for every 100 students registered to write the examinations.

MARKING DATES FOR THE 1993 DIPLOMA EXAMINATIONS

	January 1993 Administration	June 1993 Administration	August 1993 Administration
English 30 (Part A)	January 25-30	July 2-10	August 19-21
English 33 (Part A)	January 25-30	July 2-9	August 19-21
Français 30 (Partie A)	January 30	July 3	August 24
Social Studies 30	February 3-6	July 2-5	August 20-21
Biology 30	February 3-6	July 6-10	August 20-21
Chemistry 30	February 3-6	July 6-10	August 20-21
Mathematics 30	February 3-6	July 6-10	August 20-21
Physics 30	February 3-6	July 6-10	August 20-21

DIPLOMA EXAMINATION RESULTS

REPORTING THE RESULTS

Reporting to Students

Students who write Grade 12 diploma examinations receive their results from the Student Evaluation Branch in the form of a results statement. In 1993, the branch will mail results statements for the January, June, and August administrations no later than February 19, July 19, and August 30 respectively.

The results statements and official transcripts are annotated with respect to any exemptions from writing and to the use of any special provisions made for students with learning and/or physical disabilities. **To facilitate the correct annotation, principals must complete the appropriate section of the *Principal's Statement*.**

Students should note the information on the back of the results statements about how examinations are rescored.



Alberta
EDUCATION

GRADE 12 DIPLOMA EXAMINATION RESULTS STATEMENT

ALBERTA EDUCATION STUDENT IDENTIFICATION NO.
1234-5678-9

BIRTH DATE YEAR MONTH DAY
69 04 04

COURSE SCHOOL	COURSE CODE	COURSE NAME	SCHOOL MARK	EXAM MARK	FINAL MARK
1234	3100	English 30	40	60	50
NSM - No school mark received NA - Not applicable NW - Examination not written NVC - No final mark calculated					

RESCORE APPLICATION DEADLINE

The Individual Student Scores by Reporting Category report provides scores on examination subtests, which enable students to decide whether to request a rescore of an examination. This report is issued to principals at the same time in February and July that results statements are mailed to students. Pertinent sections of the report should be made available to individual students upon request.

Reporting to Schools

At the same time that results statements are released to students, the Student Evaluation Branch mails a list of student marks to each school. In addition, confidential statistical reports on student achievement in each diploma examination course are released to principals for their schools as soon as possible after each administration. August examination results are reported only to accredited summer schools that offer diploma examination courses. Principals who wish to be informed about changes to marks for students who write August examinations should ask these students to have their transcripts forwarded to the school following the August administration.

*Reporting Results by
Instructional Group*

School jurisdictions have the option of having diploma examination results reported by instructional group; i.e., at the class level. This service is available to all superintendents for their schools; those wishing to use it should send a written request to the Student Evaluation Branch. New requests should be made by October 30, 1992.

*Reporting to School
Jurisdictions*

When results statements are released to students, each jurisdiction receives a list of marks for its students. Statistical reports for jurisdictions are released as soon as possible after each administration.

Reporting to the Public

An *Examiners' Report* for each diploma subject is released in the latter part of March and September for the January and June administrations respectively. Both sets of reports include provincial results and anecdotal comments about the student population who wrote. An annual report containing combined provincial results for all three administrations is released in the late fall.

A list of diploma examination reports is provided on the following page.

DIPLOMA EXAMINATION REPORTS

The Student Evaluation Branch distributes the following reports:

NAME OF REPORT	CONTENT	DISTRIBUTION		DISTRIBUTION TIME AFTER ADMINISTRATION (IN WEEKS)
		SUPER.	PRIN. STUDENTS	
DISTRIBUTION OF STUDENTS' MARKS IN DIPLOMA EXAMINATION COURSES	provincial distribution of final blended marks by course compared with marks of one year ago	x	x	3.5
LIST OF STUDENT RESULTS	school-awarded, examination, and final blended marks for all students, in alphabetical order - by school - by each school in a jurisdiction		x	3.5 3.5
INDIVIDUAL STUDENT SCORES BY REPORTING CATEGORY ¹	breakdown of total raw scores to show multiple-choice and written-response raw scores obtained by all students, in alphabetical order - by school - by each school in a jurisdiction		x	3.5 3.5
GRADE 12 DIPLOMA EXAMINATION RESULTS STATEMENT	school-awarded, examination, and final blended marks for each diploma course taken by a student		x	3.5
EXAMINERS' REPORTS	provincial distribution of student marks, provincial summary of scores by reporting category, multiple-choice key, and anecdotal comments for each diploma course	x	x	10
JURISDICTION REPORT	summary of scores by reporting category at the jurisdiction level	x		10
SCHOOL REPORT	summary of scores by reporting category at the school level	x	x	10
INSTRUCTIONAL GROUP REPORT ²	summary of scores by reporting category at the instructional group level	x	x	10
ANNUAL REPORT	provincial summary of results for January, June, and August administrations	x	x	late fall

¹Individualized information in the *Individual Student Scores by Reporting Category* report should be made available to students upon request to aid them in determining whether to request a rescore of an examination.

²The *Instructional Group Report* is supplied when requested by superintendents. A request is applicable if there is more than one instructional group (usually a class) in any diploma course and group identifiers have been submitted by the school.

APPEAL PROVISIONS

Students who are dissatisfied with their school-awarded mark may

- appeal to their principal under the appeal policy set by the local school board or
- repeat the course

Changes to school-awarded marks with respect to diploma examination courses must be reported to Alberta Education before the official release date of the results statements ; i.e., before February 19, July 19, or August 30, 1993. (See SIGNIFICANT DATES and page 18.)

Students who are dissatisfied with a Grade 12 diploma examination mark may

- request in writing to the Director of the Student Evaluation Branch that the examination be rescored, or
- rewrite the examination at a later administration date

Repeating a Course

Students may repeat a course to obtain a new school-awarded mark. In such cases, the most recent examination mark will be blended with the new school-awarded mark to produce the new final blended mark that will appear on a new results statement. The official transcript reports only the **highest** school and diploma examination marks earned in the current school year or in the previous two school years.

Rescoring an Examination

Students who decide to have an examination rescored must ensure that their application is received before the deadline specified on the results statement. The fee for rescoring each examination is \$21.40, which includes GST. Student Evaluation Branch must receive rescoring requests no later than March 9, August 16, and September 14 for the January, June, and August 1993 administrations respectively.

The most recent school mark achieved in the current school year or in the previous two school years is blended with the rescored examination mark. All three are recorded on a new results statement. (See Appendix C.)

If a diploma examination mark is increased by 5% or more as a result of rescoring, the \$21.40 fee is refunded. Students should note that the mark resulting from rescoring becomes their final examination mark, whether the mark is lowered, raised, or unchanged. Because rescoring almost never changes a multiple-choice score, students should review their written-response score when considering a rescore.

Students can obtain their multiple-choice and written-response scores from their principals or jurisdiction office, or from the Regional Offices of Education, soon after the results statements are

issued. Students not registered at the school where they wrote may apply to the Student Evaluation Branch to receive their multiple-choice and written-response scores. To ensure confidentiality, these scores are reported in writing only; they are not given over the telephone.

School officials are sent a photocopy of the results statements that show their students' rescore marks.

Rewriting an Examination

Students may rewrite a diploma examination free of charge at any regularly scheduled administration. Students must apply to the Student Evaluation Branch by November 15, 1992, and April 15, 1993, to be eligible to write the January and June diploma examinations. Application forms are available from high schools, from the Regional Offices of Education, or from the Student Evaluation Branch.

At the time of application, students must make arrangements with the principal of the high school in which they intend to write, to ensure that space and an examination will be provided. Students wishing to write or rewrite an examination in August register on the day that each diploma examination is administered.

For students who choose to rewrite a diploma examination, the most recent school mark is blended with the new examination mark. These marks are recorded on a results statement. The official transcript reports only the **highest** final mark achieved by the student in that course. **Students who rewrite an English 30, English 33, or Français 30 diploma examination must rewrite both parts of the examination.**

Students may appeal any decision to the Special Cases Committee.

TRANSCRIPTS AND DIPLOMAS

Students must submit a written request to Student Records to obtain a high school transcript or to have a transcript forwarded to a postsecondary institution or a prospective employer.

Transcript Request forms are available from any high school or postsecondary institution, or from Student Records. (See Appendix J.)

Effective January 1, 1989, students' official transcripts report only the **highest** final mark students achieve in a high school credit course. For diploma examination courses, Alberta Education reports the highest final mark by blending the highest school mark achieved in the current school year and in the previous two school years with the highest examination mark from the same period. (See Appendix D.)

Once students have completed the prescribed courses and have accumulated the required minimum of 100 credits, Alberta Education issues the appropriate high school diploma.

APPENDICES

Student Notification of Separate Writing

FOR PART A/B OF THE ENGLISH 30/33 OR FOR PARTIE A/B
OF THE FRANÇAIS 30 DIPLOMA EXAMINATIONS



TO: Director, Student Evaluation Branch, Alberta Education,
11160 Jasper Avenue, Edmonton, Alberta, T5K 0L2

DATE: _____

STUDENT: _____
(Surname) (First and Middle Names)

FORMER NAME (if applicable): _____

ALBERTA EDUCATION I.D.: _____ BIRTH DATE: _____ SEX: _____
(Year) (Month) (Day) (M/F)

PERMANENT ADDRESS: _____
(Street) (City or Town)

POSTAL CODE: _____ TELEPHONE NUMBER: _____

SCHOOL: _____
(Name) (School Code) (Town or City)

I will write/wrote only _____ PART _____ in _____, 19 _____
(English 30/English 33/ Français 30) (A/B) (Jan. Jun. Aug.)

I intend to write the remaining part in _____, 19 _____
(Jan. Jun. Aug.)

REASON FOR SEPARATE WRITING: _____

STUDENT'S SIGNATURE

I certify that the above student has a justifiable reason for requesting a separate writing
(according to the policy specified on page 4 of the *General Information Bulletin*).

SCHOOL CODE

PRINCIPAL'S SIGNATURE

N.B. Failure to notify Alberta Education that you cannot write both parts of the English 30, English 33, or
Français 30 examination as scheduled may result in a delayed issuance of your results statement and
transcript.

Examination Rules

GRADE 12 DIPLOMA EXAMINATIONS

1. **Admittance to the Examination Room**
Students must not enter or leave the examination room without the consent of the supervising teacher.
2. **Student Identification**
Students must present identification that includes their signature and photograph. One of the following documents is acceptable: driver's licence, passport, or student identification card. Students must not write an examination under a false identity or knowingly provide false information on an application form.
3. **Identification on Examinations**
Students must not write their names or the name of their school anywhere in or on the examination booklet other than on the back cover.
4. **Time**
Students must write an examination during the specified time and may not hand in a paper until at least one hour of the examination time has elapsed. Students who arrive more than one hour after an examination has started will not be allowed to write the examination. Students who arrive late but within the first hour of an examination sitting may be allowed to write only at the discretion of the supervising teacher.
5. **Discussion**
Students must not discuss the examination with the supervising teacher unless the examination is incomplete or illegible. Students must not talk, whisper, or exchange signs with one another.
6. **Answer Sheets**
Students must use an HB pencil to record their answers on the machine-scorable answer sheets.
7. **Written Responses**
All work for the written-response sections of the diploma examinations must be done in the examination booklet. Students are expected to write their revised work in blue or black ink for English 30, English 33, Français 30, Social Studies 30, and Biology 30.
8. **Material Exchanges**
Students must not copy from other students or exchange material. Notes in any form—including those on papers, in books, or stored in electronic devices—must not be brought into the examination room. Calculator programs designed to perform mathematical computations or those designed to assist students in graphing are not classified as notes.
9. **Material Allowed**
English 30, English 33: Students may use a dictionary and a thesaurus for Part A only. Electronic devices are not allowed for either part.
Français 30: Students may use a dictionary, a thesaurus, and a book of verb forms for Partie A only. Electronic devices are not allowed for either part.
Social Studies 30, Biology 30: Students may not use electronic devices.
Mathematics 30: Tear-out data pages are provided in the examination booklet. Students may use scientific calculators (see *Calculator Policy, General Information Bulletin*) but must not share them.
Chemistry 30, Physics 30: A separate data booklet is provided for each of these examinations. Students may use scientific calculators (see *Calculator Policy, General Information Bulletin*) but must not share them.

Students are expected to provide their own writing materials, including pens and HB pencils, calculators, or other necessary instruments. Tear-out pages for rough work are provided in each biology, chemistry, mathematics, and physics examination booklet.
10. **Translation Dictionaries**
Students are not allowed to use translation dictionaries in any subject. Exchange students must satisfy the same requirements as other students.

APPENDIX C

PROCESSING MARKS FOR RESULTS
STATEMENTS, TRANSCRIPTS, AND DIPLOMAS

Effective: January 1, 1989

I. PROCESSING FINAL MARKS FOR RESULTS STATEMENTS

Marks shown on results statements may or may not correspond to the marks shown on the official transcript because of the revised policy on *Official Transcripts: Recording Final Marks*, effective January 1, 1989 (see Appendix D, page 33). The results statement reports the most recent diploma examination mark and school mark, whereas the transcript reports the highest school mark, the highest diploma examination mark, and the highest final mark. Any difference will apply only to those students who have either a previous school mark or a previous examination mark for a specific subject. Refer to Section II of this appendix.

The manner in which final marks are calculated is dependent upon a number of variables determined by the background and age of the students. Students may be categorized into three broad groups, each of which has subgroups depending upon the students' status.

1. Students Registered for Classroom Instruction

Most students who write diploma examinations are registered at either an accredited Alberta high school or at the Alberta Distance Learning Centre. The school mark,* which is forwarded by the school, is used in the blending process, subject to the following distinctions:

- a. *Regular Students*
For regular students, the school mark (SM) and the examination mark* (EM) are combined on a 50/50 basis to calculate the highest final score.
- b. *Students With Mature Status*
For students with mature status, the school mark is used in the blending process only if it is higher than the examination mark. If the school mark is lower than the examination mark, the school mark is disregarded and the examination mark becomes the final mark. In both cases, all three marks will appear on the results statements.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	60	70	65
Student B (Mature)	60	70	70
Student C (Mature)	80	70	75

*School mark refers to a school-awarded mark; examination mark refers to a diploma examination mark

2. Students Not Registered for Classroom Instruction But Writing a Diploma Examination

Some students are permitted to write a diploma examination without taking classroom instruction. These are either students rewriting an examination or students with mature status challenging an examination. During the blending process, the student's achievement record is analysed to determine if a school mark has been previously issued. If a school mark has been assigned in the previous two school years, that mark, or if more than one is found, the most recent mark, is pulled forward and used in the blending process subject to the following groupings:

a. *Regular Students*

For regular students, the school mark is pulled forward and combined with the examination mark on a 50/50 basis to obtain a new final mark.

b. *Students With Mature Status*

For students with mature status, the school mark is pulled forward only if it is higher than the examination mark. It is then combined with the examination mark on a 50/50 basis to obtain the final mark. If the examination mark is higher than the school mark, the school mark is disregarded and the examination mark is the final mark.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	70*	60	65
Student B (Mature)	80*	70	75
Student C (Mature)	(65)**	70	70

*school mark pulled forward

**school mark not pulled forward

If a student has written a diploma examination and no school mark exists for the current or previous two school years, processing occurs as follows:

a. *Regular Students*

For regular students, an NSM (no school mark) is recorded and an INC (incomplete) is assigned as the final mark.

b. *Students With Mature Status*

For students with mature status, the examination mark is assigned as the final mark.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	NSM	70	INC
Student B (Mature)	NA†	60	60

† not applicable

3. Students Registered for Classroom Instruction But Not Writing the Diploma Examination

If a student has been issued a school mark and is missing a current examination mark, the achievement record is analysed for the presence of an examination mark earned in the current or previous two school years. If one is found, that mark, or if more than one is found, the most recent mark, is pulled forward and combined with the school mark on a 50/50 basis, regardless of whether or not the student has mature status. Mature status is a factor only when an examination is written. If no eligible examination mark is found, the final mark is assigned as INC (incomplete).

EXAMPLE	SM	EM	FINAL
Student A (Regular)	70	60*	65
Student B (Mature)	50	60*	55
Student C (Mature)	80	70*	75
Student D (Mature)	65	NW**	INC

*examination mark pulled forward

**NW—not written

4. Rounding Marks

Alberta Education does not award final blended marks of 48% or 49% for diploma examination courses. Students may receive a school mark or examination mark of 48% or 49%, but in the blending process a final blended mark of 48% or 49% is raised to 50%. The examination mark is increased accordingly.

II. PROCESSING FINAL MARKS FOR TRANSCRIPTS

A transcript is produced upon the written request of a student. Since this document is a record of achievement, it shows the following:

1. for each subject reported, the course name, language of instruction, year completed, school code, credit earned, and the highest final mark achieved;
2. for each diploma examination subject, the three highest individual marks (school, examination, and final), the language of instruction, and the language of examination.

Transcripts reporting the above information will constitute a complete record for most students. However, the following exceptions should be noted:

1. transcripts will show only one mark for those subjects completed before September 1, 1984, that are now diploma examination subjects;
2. results in diploma examination subjects will be recorded on the transcript only if a final mark has been calculated (i.e., no record containing an INC will be shown);
3. if a student repeats any course or rewrites a diploma examination, only the highest school mark, the highest examination mark, and the highest final mark are shown on the transcript.

III. ISSUING DIPLOMAS

Diplomas are issued at the end of each semester (March and September) and again in November. Because there are three types of diplomas (General Diploma, Advanced Diploma, and Advanced Diploma with Excellence), it is possible for a student to be issued a General Diploma at the end of the first semester and, by upgrading his or her academic record during the second semester, to be issued an Advanced Diploma or an Advanced Diploma with Excellence in September. Refer to the *Guide to Education, Senior High School Handbook, 1992-93*, page 17, for a description of the Advanced Diploma requirements.

French language diplomas are issued to qualifying students. Students who complete the requirements for the Integrated Occupational Program are awarded a Certificate of Achievement. This certificate will be available in French in 1993.

APPENDIX D

REVISED POLICY OFFICIAL TRANSCRIPTS: RECORDING FINAL MARKS

Effective: January 1, 1989

BACKGROUND

When a student repeated a course or rewrote a diploma examination before January 1, 1989, Alberta Education's policy was to report both the student's previous final mark and the new final mark on the official transcript. If the student made three or more attempts to raise the final mark, the transcript showed the final mark of the most recent attempt and the highest final mark of all previous attempts.

As a consequence of that policy, it was evident that some students were reluctant to rewrite a diploma examination or to retake a course, in that, if they were not successful in raising the previous mark, the most recent mark, which may be a lower mark, would appear on the transcript. The student's unsuccessful attempt to improve his or her record is very apparent on the transcript. Also, in cases where a student was successful in improving a mark, the previous mark, if below a pass, could cause unnecessary concerns about the student's capabilities in the minds of those to whom the official transcript are directed.

In summary, continuance of this policy did not appear to support the intent of Alberta Education, which is to encourage students to seek the highest level of achievement possible for them.

Following a review of the issue, Alberta Education approved a new policy: although the Student Evaluation Branch maintains a record of all individual student achievement, only the student's **highest** final mark in the course will appear on an official transcript.

POLICY

Effective January 1, 1989, a student's Alberta Education official transcript reports only the **highest** final mark achieved by the student in the course.

IMPLEMENTATION

Non-Diploma Examination Courses

The student's official transcript reports the highest final mark achieved by the student in the course.

Diploma Examination Courses

The student's official transcript reports the highest final mark achieved in the diploma examination course. The highest final mark is calculated using the student's highest school-awarded mark and highest diploma examination mark.

Eligibility Criteria and System Management—Diploma Examination Courses

Beginning with the January 1989 administration of the diploma examinations, Alberta Education uses the student's highest school-awarded mark and highest diploma examination mark to calculate the final mark. Marks earned during the current school year and the previous two school years are eligible.

Alberta Education manages and processes automatically, on a course-by-course basis, the records of the following eligible students:

1. All first-time diploma examination registrants;
2. All students with **one or more** school, examination, or final marks on file from the 1990–91 school year, and **who successfully complete any new course component(s) from the 1992–93 school year.**

Other Diploma Examination Course Students

Students with two or more diploma examination course final marks on file since the implementation of the provincial Diploma Examinations Program in 1984 may apply in writing to the Special Cases Committee, Alberta Education, and request that the special blending provisions of this policy be applied to their Alberta Education student record.

Processing Marks for Results Statements, Transcripts, and Diplomas (under review)

The general principles and specific policies contained in Appendix C shall continue to be applied in so far as they do not conflict with the intent of the new policy.

APPENDIX E

POLICY SPECIAL EXAMINATION PROVISIONS FOR STUDENTS WITH A LEARNING DISABILITY

INTRODUCTORY STATEMENT

The document *Goals of Basic Education for Alberta* identifies “competency in reading and writing” as the first of the six Goals for Schooling. As a result, the *Program of Studies* statements for language arts include reading and writing as major objectives for all students. The Diploma Examinations Program requires those students wishing to obtain an Alberta High School Diploma to demonstrate their competency in reading and writing along with other skills and knowledge. Furthermore, there is a widespread expectation on the part of the public that holders of a high school diploma will in fact be competent in reading and writing.

At the same time, many students who have a learning disability possess the ability to understand, synthesize, and communicate ideas, but are unable to demonstrate these skills through the conventional modes of the written word.

Because of its commitment to the provision of equitable access to educational opportunities for all students, Alberta Education is obligated to make every reasonable effort to meet the needs of all Alberta students where diploma examination writing is concerned. To that end, Alberta Education has developed the following policy that acknowledges some of the special needs of those students with a learning disability who wish to take diploma examinations.

The policy statement, guidelines, and procedures are designed to ensure that provisions for meeting the special needs of students with a learning disability are applied equitably. Concurrently, the policy is intended to ensure that the goals of the *Program of Studies* are maintained and that the meaning of the high school diploma is not jeopardized.

The fundamental principles upon which the policy statement is based are these:

1. Students with a learning disability must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects.
2. The special assistance allowed students with a learning disability in completing a diploma examination must not result in any misinterpretation of the students' subsequent high school diploma.
3. Fairness to students with a learning disability should take into account perceived fairness to other students.
4. The most current and professionally interpreted assessment of students' learning disabilities must accompany the request for special examinations taking provisions in order to ensure equity in allowing exceptions to the usual conditions.
5. Special writing provisions should parallel as much as possible any special classroom and/or school procedures used to assist those students who are identified as having learning disabilities.

6. Marking procedures, evaluation criteria, and scoring standards should be the same for those students who take diploma examinations under special conditions as for other students.
7. Requests on behalf of students who require special consideration for taking diploma examinations should be made with the knowledge and consent of students and their parents.
8. The reason(s) for approval of special provisions for a student will remain confidential and will be released only upon written consent of the student and/or parents of the student.

POLICY

In accordance with principles of equity, Alberta Education will, for students with a learning disability who wish to take diploma examinations, approve exceptions to the usual procedures.

GUIDELINES

1. Exceptions to usual procedures for taking diploma examinations may be approved for students with a learning disability in order that they are given the opportunity to demonstrate their competencies in an appropriate manner.
2. For the purpose of this policy, students with a learning disability are individuals who manifest no sensory or motor impairment yet suffer from a chronic disorder that may have as its basis either an identifiable or inferred central nervous system dysfunction. Such students are likely to be underachieving relative to their learning potential as indicated by a combination of standardized achievement measures and individual ability assessments.
3. Requests for special writing circumstances for students with a learning disability should include the following documentation:
 - 3.1 Test data from individual ability measures (e.g., WISC-R or Stanford-Binet) and from standardized achievement tests (e.g., Canadian Achievement Test or the Canadian Test of Basic Skills). Individual ability data should have been compiled within two years prior to application. Standardized achievement test data should have been compiled within five years and should have been gathered at least twice in order that instructional and motivational factors can be ruled out as causing the results.
 - 3.2 Individual ability and achievement tests should be administered and interpreted by a clinician qualified in child development and in psycho-educational assessment. There should be evidence in the test data that the students' estimated learning potential is within the average group for the subject in question even though their performance may be below potential.
 - 3.3 A description of the special assistance usually given to the students during the course of instruction and during regular evaluation in the school should be provided. Anecdotal references to previous school experiences would also be useful.
 - 3.4 A recommendation for the type of examination writing situation that most closely parallels the assistance usually given to the student should accompany the request for special examination taking provisions.

4. Special provisions for students with a learning disability may include one or more of the following:
 - 4.1 tape-recorded versions of examinations to accompany printed versions (therefore, a reader is not necessary);
 - 4.2 use of a word processor or typewriter;
 - 4.3 use of a tape recorder or dictaphone (the use of a scribe may be approved in certain specific circumstances based on the recommendation of school personnel, the psychological evidence, and provisions the school usually makes available for the student during regular classroom activities. A taped response is preferred as the most appropriate alternative to a scribe in most cases.);
 - 4.4 additional writing time; and
 - 4.5 other adjustments as approved by the Special Cases Committee on request.
5. Requests for permission to use a word processor as in Guideline 4.2 should be accompanied by the name and complete description of the word processing software to be used.
 - 5.1 The software may include an on-line spell-checker and/or thesaurus but may not offer grammar, punctuation scans, or style guides;
 - 5.2 An off-line (manual) electronic spell-checker and/or thesaurus of equivalent capability may be substituted for the on-line software spell-checker and/or thesaurus as described in Guideline 5.1.
6. Approval of extra writing time will be based on the practice normally followed by the school in evaluating students. Ordinarily, the provision of extra time will be limited to one hour. To spare students from spending unreasonable lengths of time on the examination (e.g., five hours or more), the total writing time, generally, should not exceed twice the scheduled time.
7. Special provisions actually followed during the examination must be documented and submitted to the Student Evaluation Branch as part of the *Principal's Statement* of examination procedures.
8. If special provisions were approved but not used by learning disabled students, the *Principal's Statement* must indicate that the special provisions were not used.
9. Alberta Education will indicate on the transcript of marks the special circumstances that were allowed and used in the writing of a particular examination.

PROCEDURES

1. Teachers will identify those students who qualify for special examination writing provisions and will inform the principal of the special assistance those students normally receive. This should be done at the beginning of each school term when possible.
2. At the request of the teacher, and with the full knowledge and consent of the students and their parents, the principal will
 - 2.1 apply for exceptions to normal examination writing procedures to the Executive Secretary of the Special Cases Committee on behalf of the students;
 - 2.2 submit the application as soon as possible during the term of instruction so that there will be adequate time for decisions to be made fairly, and for special requests to be accommodated once approval is given;

- 2.3 provide thorough and current documentation concerning students' learning disabilities (see Guidelines 3.1 and 3.2);
 - 2.4 recommend the most appropriate type(s) of intervention for the students (see Guideline 3.4).
3. Once approval for intervention is received, the principal is responsible for
- 3.1 ensuring that the approved procedures have been appropriately carried out and that examination security has been maintained;
 - 3.2 submitting a signed description of the procedures followed to assist the student;
 - 3.3 including in the statement of examination proceedings details regarding the amount of additional time used by the students, and verifying that no more than the approved amount of additional time was used;
 - 3.4 including in the statement of examination proceedings details regarding approved special provisions that were NOT used;
 - 3.5 ensuring that necessary hardware and software (e.g., tape recorders, earphones, microphones, word processors) are available, are in working order, and are in a space appropriate for writing the examination;
 - 3.6 ensuring that security of tape-recorded examinations is maintained and that all tape recordings are returned to the Student Evaluation Branch.
4. Special provisions are granted and applied for a specific examination administration. A renewed application for the special provisions must be requested, in writing, for any subsequent administration.

APPENDIX F

POLICY SPECIAL EXAMINATION PROVISIONS FOR STUDENTS WITH A PHYSICAL DISABILITY

INTRODUCTORY STATEMENT

Because of its commitment to the provision of equitable access to educational opportunities for all students, Alberta Education is obligated to make every reasonable effort to meet the needs of all Alberta students where diploma examination writing is concerned. To that end, Alberta Education has developed the following policy that acknowledges some of the special needs of those students with a physical disability who wish to take diploma examinations.

The policy statement, guidelines, and procedures are designed to ensure that provisions for meeting the special needs of students with a physical disability are applied equitably. Concurrently, the policy is intended to ensure that the goals of the *Program of Studies* are maintained and that the meaning of the high school diploma is not jeopardized.

The fundamental principles upon which the policy statement is based are these:

1. Students with a physical disability must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects.
2. The special assistance allowed physically disabled students in completing a diploma examination must not result in any misinterpretation of the students' subsequent high school diploma.
3. Fairness to students with a physical disability should take into account perceived fairness to other students.
4. Confirmation by a physician or surgeon that a student's physical disability requires taking diploma examinations with special provisions must accompany a request for special circumstances.
5. Special writing provisions should parallel as much as possible any special classroom and/or school procedures used to assist those students who have physical disabilities.
6. Marking procedures, evaluation criteria, and scoring standards should be the same for those students who take diploma examinations under special conditions as for other students.
7. Requests on behalf of students who require special consideration for taking diploma examinations should be made with the knowledge and consent of students and their parents.
8. The reason(s) for approval of special provisions for a student will remain confidential and will be released only upon written consent of the student and/or parents of the student.

POLICY

In accordance with principles of equity, Alberta Education will, for students with a physical disability who wish to take diploma examinations, approve exceptions to the usual procedures.

GUIDELINES

1. Exceptions to usual procedures for taking diploma examinations may be approved for students with a physical disability in order that they are given the opportunity to demonstrate their competencies in an appropriate manner.
2. For the purpose of this policy, students with a physical disability are:
 - 2.1 individuals who suffer from a permanent or long-standing disability such as vision impairment, a paraplegic or quadraplegic condition, hearing loss, cerebral palsy, etc.
 - 2.2 individuals who suffer from a temporary but disabling injury that will interfere with their normal physical writing ability at the time of a scheduled examination session (e.g., a broken writing hand).
3. Requests for special writing circumstances for students with a physical disability should include the following documentation:
 - 3.1 For students with long-term physical disabilities, current medical reports with respect to examination taking should be presented. Such reports should be interpreted and signed by a medical doctor.
 - 3.2 For students suffering from temporary disabilities, a similar medical report interpreted and signed by a medical doctor should accompany the request.
 - 3.3 A description of the special assistance usually given to the students with a long-term disability during the course of instruction and during regular evaluation in the school should be provided. Anecdotal references to previous school experiences would also be useful.
 - 3.4 A recommendation describing the type of examination writing situation that most closely parallels the assistance usually given to the long-term disabled students should accompany the request for special examination taking provisions.
 - 3.5 A recommendation for the most appropriate type of examination writing assistance for temporarily disabled students should accompany the request for special provisions.
4. Special provisions for students with a physical disability may include one or more of the following:
 - 4.1 services of a person skilled in using sign language to sign examination questions only;
 - 4.2 tape-recorded versions of examinations to accompany printed versions (therefore, a reader is not necessary);
 - 4.3 specially printed examinations (e.g., large print, braille);
 - 4.4 use of a word processor, typewriter, or versabraille;
 - 4.5 use of a tape recorder or dictaphone (the use of a scribe may be approved in certain specific circumstances based on the recommendation of school personnel, the psychological evidence, and provisions the school usually makes available for the student during regular classroom activities. A taped response is preferred as the most appropriate alternative to a scribe in most cases.);
 - 4.6 additional writing time;

- 4.7 exemption from writing; and
 - 4.8 other adjustments as approved by the Special Cases Committee on request.
5. Requests for permission to use a word processor as in Guideline 4.4 should be accompanied by the name and complete description of the word processing software to be used.
- 5.1 The software may include an on-line spell-checker and/or thesaurus but may not offer grammar, punctuation scans, or style guides;
 - 5.2 An off-line (manual) electronic spell-checker and/or thesaurus of equivalent capability may be substituted for the on-line software spell-checker and/or thesaurus as described in Guideline 5.1.
6. Approval of extra writing time will be based on the practice normally followed by the school in evaluating students. Ordinarily, the provision of extra time will be limited to one hour. To spare students from spending unreasonable lengths of time on the examination (e.g., five hours or more), the total writing time, generally, should not exceed twice the scheduled time.
7. Special provisions actually followed during the examination must be documented and submitted to the Student Evaluation Branch as part of the *Principal's Statement* of examination procedures.
8. If special provisions were approved but not used by physically disabled students, the *Principal's Statement* must indicate that the special provisions were not used.
9. Alberta Education will indicate on the transcript of marks the special circumstances that were allowed and used in the writing of a particular examination.

PROCEDURES

1. Teachers will identify those students who qualify for special examination writing provisions and will inform the principal of the special assistance those students normally receive. This should be done at the beginning of each school term when possible.
2. At the request of the teacher, and with the full knowledge and consent of the students and their parents, the principal will
- 2.1 apply for exceptions to normal examination writing procedures to the Executive Secretary of the Special Cases Committee on behalf of the students;
 - 2.2 submit the application as soon as possible during the term of instruction so that there will be adequate time for decisions to be made fairly, and for special requests to be accommodated once approval is given;
 - 2.3 provide thorough and current documentation concerning students' physical disabilities (see Guidelines 3.1 and 3.2);
 - 2.4 recommend the most appropriate type(s) of intervention for the students (see Guidelines 3.4 and 3.5).
3. Once approval for intervention is received, the principal is responsible for
- 3.1 ensuring that the approved procedures have been appropriately carried out and that examination security has been maintained;
 - 3.2 submitting a signed description of the procedures followed to assist the student;

- 3.3 including in the statement of examination proceedings details regarding the amount of additional time used by the students, and verifying that no more than the approved amount of additional time was used;
 - 3.4 including in the statement of examination proceedings details regarding approved special provisions that were NOT used;
 - 3.5 appointing a sign language interpreter as approved; arranging for appropriate space; and verifying the accuracy of the interpreter's statement of procedure;
 - 3.6 ensuring that necessary hardware and software (e.g., tape recorders, earphones, microphones, word processors) are available, are in working order, and are in a space appropriate for writing the examination;
 - 3.7 ensuring that security of tape-recorded and brailled examinations is maintained and that all tape recordings are returned to the Student Evaluation Branch.
4. A sign language interpreter may not:
- 4.1 ask leading questions;
 - 4.2 provide suggestions or interpretations of any kind;
 - 4.3 correct spelling or grammar;
 - 4.4 make any changes to a student's work unless directed to do so by the student.
5. Special provisions are granted and applied for a specific examination administration. A renewed application for the special provisions must be requested, in writing, for any subsequent administration.

Certificate of Illness

GRADE 12 DIPLOMA EXAMINATIONS



STUDENT

Please have this certificate completed by your doctor and then submit the validated certificate to your principal.

DOCTOR

I hereby certify that _____ is/was under my care
(patient's name)
and attention from _____ to _____ and in my opinion is/was
unable to write his/her Alberta High School Diploma Examination(s) during this period for valid medical reasons.

Additional information as deemed appropriate:

DOCTOR'S NAME (please print): _____

DOCTOR'S SIGNATURE: _____ DOCTOR'S OFFICIAL STAMP

DATE: _____

PRINCIPAL

I recommend that _____
(name of student) (Alberta Education I.D. or date of birth)

- ☐ be granted an exemption from writing the _____ Diploma Examination.
- ☐ be granted a partial exemption from writing the _____ Diploma Examination.
- ☐ write the _____ Diploma Examination at the next administration.

COMMENTS: _____

SCHOOL: _____ SCHOOL CODE: _____ PHONE NUMBER: _____

PRINCIPAL'S NAME (please print): _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

Please submit completed certificate to: SCHOOL'S OFFICIAL STAMP



The Executive Secretary
Special Cases Committee
Student Evaluation Branch
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2

ALBERTA EDUCATION
STUDENT I.D.

--	--	--	--	--	--

SURNAME

FIRST AND
MIDDLE NAMES

--

BIRTH DATE
(e.g. 66 Jul 21)

Year	Month	Day
.	.	.

SEX

10

M-Male
F-Female

TELEPHONE

PERMANENT
ADDRESSApt./Street/Ave./P.O. Box/Route

Village/Town/City _____

Province _____

Postal Code

FORMER NAME
(if applicable)

Surname	Given Name(s)
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Reason for Requesting a Special Writing Centre

(If space is insufficient, please use overleaf.)

Diploma Examinations Required (include month and year)

English 30A _____
English 30B _____
English 33A _____
English 33B _____

Biology 30 _____
Chemistry 30 _____
Social St. 30 _____

Mathematics 30 _____
 Physics 30 _____
 Français 30A _____
 Français 30B _____

Name of Presiding Examiner _____

Home Phone Number () (AREA) (LOCAL) Business Phone Number () (AREA) (LOCAL)

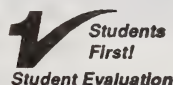
Presiding Examiner's Qualifications and Experience

Name and Address of Writing Centre _____
(PLEASE PRINT)

Name of Principal _____ School Name _____

Date _____ Principal's signature _____

Please submit this form to the Student Evaluation Branch FAX: 422-4200



STUDENT EVALUATION BRANCH AUTHORIZED SIGNATURE _____

DATE _____

Calculator Policy

POLICY: USE OF CALCULATORS ON ALBERTA EDUCATION DIPLOMA EXAMINATIONS

Background

The knowledge, skills and attitudes relevant to technology and its uses are being incorporated into courses and programs of study wherever appropriate. Students are expected to learn the advantages and limitations of technological developments and their impact upon society. The ability to use technology helps students understand and appreciate the process of technological change, gives added depth to programs, and provides the basis for the development of skills and understanding. These expectations are reflected in the diploma examinations. Since the data provided for writing diploma examinations in mathematics, chemistry, and physics does not include information such as logarithms and trigonometric functions, students will need to use scientific calculators for these exams.

Definition

This policy considers a scientific calculator to be a hand-held device designed primarily for mathematical computations. Included in this definition are those scientific calculators having graphing capabilities, built-in formulas, mathematical functions, or other programmable features.

Policy

To ensure compatibility with provincial *Programs of Study* and equity and fairness for all students, Alberta Education expects students to use scientific calculators, as defined above, when they are writing diploma examinations in mathematics, chemistry, and physics. Examinations are constructed to ensure that the use of particular models of calculators neither advantages nor disadvantages individual students.

Procedures

1. At the beginning of a course, teachers must advise students of the calculators that may be used when they are writing mathematics, chemistry, and physics diploma examinations.
2. In preparation for calculator failure, students may bring extra calculators and batteries into the exam room.
3. During exams, supervising teachers must ensure that
 - a. all calculators fall within the definition provided with this policy,
 - b. all calculators operate in silent mode,
 - c. students do not share calculators,
 - d. students do not bring external devices to support calculators into the examination room. Such devices include manuals, printed or electronic cards, printers, memory expansion chips or cards, external keyboards, or any annotations outlining operational procedures for scientific calculators.

APPENDIX J

ALBERTA EDUCATION CONTACTS

STUDENT EVALUATION BRANCH

Mailing Address

Student Evaluation Branch
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2

Office Address

Student Evaluation Branch
4th Floor, 10045 - 111 Street
Edmonton, Alberta
FAX 422-4200

STUDENT RECORDS

Mailing Address

Student Records
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2

Office Address

Student Records
5th Floor, 10045 - 111 Street
Edmonton, Alberta
FAX 422-2137

For additional copies of this bulletin or information about results statements, diploma examination marks, registration, rescoring, or examination distribution, administration, and collection, contact:

Gerry Young
Co-ordinator
Examination Administration
Student Evaluation Branch
Telephone: 427-0010

For inquiries about the security of the diploma examinations, examination rules, and scheduling, contact:

Barry Krembil
Assistant Director
Examination Administration and Support Services
Student Evaluation Branch
Telephone: 427-0010

For inquiries about reporting results and analysis, contact:

Michael Robinson
Assistant Director
Data Analysis
Student Evaluation Branch
Telephone: 427-2948

For inquiries about special circumstances, contact:

Ann Fraser, Barry Krembil
Special Cases Secretariat
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-0010

For inquiries about transcripts, contact:

Student Records
Telephone: 427-5732
FAX: 422-2137

For inquiries about diplomas, school marks, retroactive credits and mature status, contact:

Student Records
Telephone: 427-5306

For inquiries about the format and content of the diploma examinations and about marking, contact:

Phill Campbell, Elana Scraba
Assistant Directors
Mathematics/Sciences Diploma Examinations Program,
Social Studies/Language Arts Diploma Examinations Program
Student Evaluation Branch
Telephone: 427-2948

For inquiries about field testing, contact:

Yvonne Johnson
Co-ordinator
Field Testing Administration
Student Evaluation Branch
Telephone: 427-0010

To purchase previous diploma examinations, contact:

Learning Resources Distributing Centre
Alberta Education
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: 427-2767

For inquiries about course content and curriculum, contact:

Curriculum Branch
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-2984

or Regional Offices of Education

Calgary	297-6353
Edmonton	427-2952
Grande Prairie	538-5130
Lethbridge	381-5243
Red Deer	340-5262

To call free of charge from outside the city area, dial the RITE (Regional Information Telephone Enquiry) number listed in your local AGT telephone directory under Government of Alberta.

